

PRESCRIPTION DRUG REPOSITORY PROGRAM APPLICATION

(HG 15-601 - 609)

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The Maryland Prescription Drug Repository Program (the "Program") was established to allow Maryland Board of Pharmacy (the "Board")- approved repositories and/or drop-off sites to accept donated prescription drugs and medical supplies for the purpose of dispensing the donated drugs to needy individuals.

#### **An Application Must Be Filed:**

- To become a repository that accepts and dispenses donated prescription drugs or medical supplies;
- To become a Board-approved drop-off site that accepts donated prescription drugs or medical supplies for transfer to a repository; and/or
- To notify the Board of a change in location or ownership of a pharmacy/health care facility previously approved to be a repository or a drop-off site under the Program.

#### **Eligible Applicants:**

- **Repository:**

The Board will approve an applicant that:

- Is a Maryland licensed pharmacy in good standing with the Board;
- Does not have a final disciplinary order issued against it by the Board; and
- Is not owned or operated by a health care practitioner who has not fulfilled the requirements of a final disciplinary order that may have been issued against the owner or operator by a health occupations board.

- **Drop-off Site:**

The Board will approve an applicant that:

- Is a Maryland licensed pharmacy, or health care facility as defined in COMAR 10.34.33.01B(3), that is in good standing with the Board and or the Maryland Office of Health Care Quality (OHCQ);
- Does not have a final disciplinary order issued against it by a health occupations board;
- Is not owned or operated by a health care practitioner who has not fulfilled the requirements of a final disciplinary order that may have been issued against the owner or operator by a health occupations board; and
- Assigns a pharmacist or other health care practitioner the responsibility to accept donated prescription drugs or medical supplies at the drop-off site.

## **PRESCRIPTION DRUG REPOSITORY APPLICATION INSTRUCTIONS**

Please review all Program requirements under Health General §15-601 – 609, Annotated Code of Maryland and related regulations before completing the Prescription Drug Repository Application. All questions must be thoroughly answered. A response or explanation must be provided for all questions. An approval may be delayed if appropriate responses to all questions are not provided.

### **I. Applicant Information**

- A. Application Type – Please indicate the services the applicant is seeking to provide in the state. Select one option only.
- B. Please provide all requested information about the pharmacy or health care facility where the service will be provided.
- C. The legal applicant is the individual that is authorized to respond to questions and make any decision regarding the operation of the pharmacy or health care facility. This individual may or may not be the same person that completes the application.

### **II. Ownership Description** - Attach a list of the owners and corporate officers, for all levels of ownership. Include the following on the attachment: Name, Title, Percent ownership, Business address, Telephone Number, and Fax Number.

- A. Indicate the date that the pharmacy/facility initially opened.
- B. Indicate the date of the most recent inspection by the Board, Division of Drug Control, Office of Health Care Quality, and/or other health care facility licensing body in Maryland.
- C. Attach a detailed explanation about any violations (federal, state or local convictions) as requested.
- D. Indicate the type of ownership (select only one). If a corporation, list principal owners, indicate the corporate name, charter state and date of charter, and indicate whether it is a Public or Non-Public corporation.

### **III. BUSINESS OPERATIONS**

- A. Indicate all applicable descriptions of the pharmacy.
- B. Indicate all applicable descriptions of the health care facility services.
- C. If the pharmacy/health care facility conducts business on the internet, describe the services and web site business name(s).
- D. Indicate the hours of operation for each day of the week.
- E. Personnel - List employees' names who will be accepting and dispensing donated prescription drugs or medical supplies, in addition to their scheduled hours and license/permit numbers and expiration dates. The Board must be notified in 30 days of any changes in pharmacists/health care practitioners employment.

### **IV. CERTIFICATION** – Each item must be read and initialed by the legal applicant.

### **V. LEGAL SIGNATURE** – The statement must be read and signed by the legal applicant.

**MARYLAND BOARD OF PHARMACY**  
**4201 PATTERSON AVENUE, BALTIMORE, MARYLAND 21215**  
**410-764-4756 800-542-4964 FAX 410-358-6207**  
**Web site: www.mdbop.org**

APPLICATION FOR PRESCRIPTION DRUG REPOSITORY (HG 15-601 -  
609)

BOARD USE ONLY

**Date Received:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_  
**Number:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

Please refer to instruction for completing the Application. Approval may be delayed if appropriate responses to all questions are not provided.

**I. APPLICANT INFORMATION: DATE:** \_\_\_\_\_

**A. APPLICATION TYPE:**

\_\_\_\_\_ **Repository**  
\_\_\_\_\_ **Drop-off Site**  
\_\_\_\_\_ **Repository and Drop-Off Site**

**B. APPLICANT FACILITY INFORMATION:**

1. \_\_\_\_\_  
**PHARMACY/HEALTH CARE FACILITY NAME - DOING BUSINESS AS (DBA) OR TRADE**  
**NAME**

2. \_\_\_\_\_  
**CURRENT PERMIT/LICENSE NUMBER**

3. \_\_\_\_\_  
**STREET ADDRESS**

\_\_\_\_\_  
**CITY STATE ZIP CODE**

4. \_\_\_\_\_  
**BUSINESS TELEPHONE NUMBER BUSINESS FAX NUMBER**

5. \_\_\_\_\_  
**WEB SITE ADDRESS EMAIL ADDRESS FEDERAL TAX ID NO.**

**C. PHARMACY/HEALTH CARE FACILITY CONTACT INFORMATION:**

**1. Legal Representative:**

\_\_\_\_\_  
**Name Title Telephone Fax**

## 2. Person Completing Application:

| Name | Title | Telephone | Fax |
|------|-------|-----------|-----|
|------|-------|-----------|-----|

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#### II. Ownership Description:

A. Date Established: \_\_\_\_\_

B. Date of Last State Inspection: \_\_\_\_\_

C. Has the corporation or any officers thereof, or any partners, or the individual owner ever been convicted of violations of any federal, State, or local laws or regulations dealing with drug products or alcohol?

\_\_\_\_ No \_\_\_\_ Yes, (If yes, attach a detailed explanation)

D. Ownership Information is attached: Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_ Individual Ownership

\_\_\_\_ Partnership

\_\_\_\_ Corporation

Corporate Name: \_\_\_\_\_

Principal Owner(s): \_\_\_\_\_

Charter State/Date: \_\_\_\_ / \_\_\_\_ Non-Public \_\_\_\_ Public \_\_\_\_

#### III. BUSINESS OPERATIONS

##### A. TYPE OF PHARMACY SERVICES:

|                               |                               |                     |
|-------------------------------|-------------------------------|---------------------|
| ____ Community (less than 10) | ____ Clinic                   | ____ Research       |
| ____ Hospital                 | ____ Managed Care             | ____ Mail           |
| ____ Order/Internet Intl      |                               |                     |
| ____ Chain (10 + stores)      | ____ Nuclear                  | ____ Nursing Home   |
| ____ Long Term Care           | ____ Correctional Institution | ____ HMO            |
| ____ Intravenous Therapy      | ____ Home Health              | ____ Consultant     |
| ____ Mail Order/Internet/USA  | ____ Independent              | ____ Medbank of     |
| ____ Maryland, Inc.           |                               |                     |
| ____ Veterinary               | ____ Pharmacy Service Center  | ____ Other (specify |
| below)                        |                               |                     |

##### B. TYPE OF HEALTH CARE FACILITY SERVICES:

\_\_\_\_ Clinic

\_\_\_\_\_ Managed Care

\_\_\_\_\_ Other (specify

2. Website Business Name(s):

|              |                                   |                          |                   |
|--------------|-----------------------------------|--------------------------|-------------------|
| <u>Name:</u> | <u>Employment:</u>                | <u>Maryland License/</u> | <u>Expiration</u> |
|              | <u>Full-time</u> <u>Part-Time</u> | <u>Registration #:</u>   | <u>Date:</u>      |

**IV. CERTIFICATION: (please initial)**

- \_\_\_\_\_ a. I hereby certify that the pharmacy/health care facility is equipped with sanitary appliances such as toilets, plumbing, running water, lighting, etc. in order to maintain the premises in a clean and orderly manner.
- \_\_\_\_\_ b. I hereby certify that the pharmacy/health care facility meets the requirements of the attached Code of Maryland Regulations regarding the Prescription Drug Repository Program (10.34.33).
- \_\_\_\_\_ c. I hereby certify that the pharmacy/health care facility does not have a final disciplinary order issued against it by a health occupations board.
- \_\_\_\_\_ d. I hereby certify that the owner or operator of the pharmacy/health care facility has fulfilled any requirements of a final disciplinary order that may have been issued against the owner or operator by a health occupations board.

**V. LEGAL SIGNATURE:** I understand that obtaining approval to be a repository or a drop-off site by making false representations may result in the revocation of approval to operate a repository or drop-off site in Maryland. By signing this application, I solemnly affirm under the penalties of perjury that the contents of this application are true to the best of my knowledge, information, and belief.

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\_\_\_\_\_  
Signature of Legal Applicant

Business Telephone Number

Business Fax Number

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\_\_\_\_\_  
Typed Name and Title

Email Address